

Part 407 – Pay Policy

Subpart A – Responsibilities

SUBPART C – EXHIBITS

CO407.25

CO-FNM-2  
(10/01)  
250-13-18

US Department of Agriculture  
Natural Resources Conservation Service

OVERTIME/COMPENSATORY REQUEST FORM

TO: Budget Officer  
Lakewood, Colorado

Overtime is requested as follows:

EMPLOYEE NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

Justification: \_\_\_\_\_

\*NON-EXEMPT

\*EXEMPT

MAXIMUM HOURS  
REQUESTED

MAXIMUM HOURS  
REQUESTED

GRADE/STEP

GRADE/STEP

PERIOD COVERED

PERIOD COVERED

FINANCIAL  
PROJECT

FINANCIAL  
PROJECT

OVERTIME  
RATE

OVERTIME  
RATE

Type of time requested:

Type of time requested:

☐ OVERTIME

☐ OVERTIME

☐ \*\*COMPENSATORY

☐ \*\*COMPENSATORY

\*\*Compensatory time may be requested only after overtime has been approved. If you desire compensatory time in lieu of overtime, please initial in both blocks.

\*\*Compensatory time may be requested only after overtime has been approved for positions whose basic rate of pay is 10/10 or less. If you desire compensatory time in lieu of overtime, please initial in both blocks

Employee's Signature

Date

JUSTIFICATION BY SUPERVISOR: \_\_\_\_\_

Supervisor's Signature

Date

APPROVE: \_\_\_\_\_ DISAPPROVE: \_\_\_\_\_

\*Refer to your latest SF-50B, "Notification of Personnel Action" for your current grade/step and FLSA status.

Approving Official

Date

CO407-7(1)